

Missouri Public Service Commission

EFIS – How do I update/delete Company/Firm's Contact?

Users who are designated as Official Representative of the Company/Firm can update/delete Company/Firm contact(s). In order to update/delete Company/Firm's contact, Log on EFIS using [How do I log on EFIS?](#). Click on Registration menu option and then click on Contact Information link. You will receive following Company Contact screen.

Select Utility Type and Company/Firm

Delete Contact(s)
Check the box shown against the contact(s) that you want to delete and then click on Delete button.

Edit Contact
Click on Edit link and you will receive Contact Edit screen.

Update the details and click on Submit button.

Edit	Area of Responsibility	Name	Mailing Address Street Address City State Zip	E-Mail Phone Fax	Delete
Edit	Annual Report	Smith, Don	200 Madison St Jefferson City MO 12345	test@aol.com 778-872-9999 Ext:	<input checked="" type="checkbox"/>
Edit	Official Representative	Andy, Kelly	200 Madison St Jefferson City MO 65109	rashmi.naik@psc.mo.gov 573-633-5463 Ext:	<input type="checkbox"/>

[Add](#) [Delete](#) [Exit](#)

Contact Information - Edit Contact

Parent Company/Company/Firm Name: New E Co-Cooperative(Electric)
Area of Responsibility: Annual Report

Personal Information

* First Name: Don
* Middle Initial:
* Last Name: Smith
* Street Address: 200 Madison St
* Mailing Address (if different from above):
* City: Jefferson City
* State: MO * Zip Code: 12345
* Phone: 778 - 872 - 9999 Ext:
* Fax:
* E-Mail: test@aol.com

Attorney Information

Bar No.: 12345
Licensed in State: CT

[Submit](#) [Confirm Contact](#) [Exit](#)